

## MEMORANDUM

September 25, 2009

TO: David Dise, Director, Department of General Services  
Joseph Beach, Director, Office of Management and Budget

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Cost and schedule estimating of facilities CIP projects

**The following items were identified for follow-up during the 9/25/2009 CountyStat meeting:**

1. Develop a process for estimating and measuring the CIP process before the design phase. Identify what is included in the design phase and what is outside the phase. Articulate how this information should be presented.  
Responsible parties: DGS  
Other parties involved: OMB  
Deadline: 11/13/2009
  2. Develop a measure of the effectiveness of cost estimating before and after the changes in 2007 to allow pre- and post- evaluation.  
Responsible parties: DGS and OMB  
Other parties involved: CountyStat  
Deadline: 11/13/2009
  3. Develop a change control process for CIP projects.  
Responsible parties: DGS and OMB  
Other parties involved: none  
Deadline: 11/27/2009
  4. Develop a way to display CIP projects that are on hold.  
Responsible party: DGS  
Other parties involved: OMB  
Deadline: 11/13/2009
  5. Add a risk statement to project PDFs.  
Responsible parties: DGS  
Other parties involved: OMB  
Deadline: 11/27/2009
  6. Examine alternate ways to communicate project status.  
Responsible parties: DGS  
Other parties involved: none  
Deadline: 11/27/2009
- cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer